

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Consulate General Hamilton		2. Agency Department of State		3a. Position Number
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code		Grade	Initials
a. Post Classification Authority				
b. Other GTM/OE/PC	Guard, FSN-710		FSN-3	CW
c. Proposed by Initiating Office				6/4/2020
6. Post Title of Position (if different from official title) Guard (Unarmed)		7. Name of Employee		
8. Office/Section RSO		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. Printed Name of Employee Signature of Employee _____ Date (mm-dd-yyyy) 07-09-2021		10. This is a complete and accurate description of the duties and responsibilities of this position. Simon D. Groves Printed Name of Supervisor Signature of Supervisor _____ Date (mm-dd-yyyy) 07-09-2021		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. John Lee Printed Name of Chief or Agency Head Signature of Chief or Agency Head _____ Date (mm-dd-yyyy) 07-09-2021		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Karlene H. Frelich Printed Name of Admin or Human Resources Officer Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) 07-09-2021		
13. Basic Function of Position Provides security for Consulate personnel and facilities by conducting access control and visitor screening duties as a member of a local guard program. Prevents unauthorized access; protect life; maintain order; deter criminal attacks against employees; dependents and property and terrorist acts against all U.S. assets, and prevent damage to Government property.				

14. Major Duties and Responsibilities

Protects U.S. Government personnel, facilities, and equipment from damage or loss. The Local Guard force (LGF) is one component of the Mission's security apparatus and complements other physical, technical, and procedural security systems. The LGF shall carry out specific actions as described in General and Post Orders.

Security Operation (80%)

Security Guard and Access Control:

- Remains alert at all times, carries out the duties of his/her assigned post, and safeguard all U.S. Government property in view.
- Controls all pedestrian, vehicle and package access to U.S. Government facilities, confirming authorized access using procedural security standards, and preventing entry of any unauthorized persons, vehicles and packages.
- Screens and inspects all visitors and vehicles by using appropriate security equipment, such as walk-through metal detectors, hand-held metal detectors, explosive trace detectors (Itemizer), X-ray machines, radiation detection devices, screening mirrors, and flashlights.
- Maintains a log of all approved visitors and vehicles (i.e., license plate numbers).

Perimeter Inspection:

- Conducts a perimeter inspection (Foot/Roving/Mobile Patrol) of U.S. Government facilities and immediately reports any suspicious persons, items, or activity via chain of command.
- Monitors and operates radio equipment to communicate security-related information to other guards, and RSO/PSO personnel.
- Coordinates enforcement of mission security standards with Host Country Police personnel assigned to the Consulate when responding to suspicious persons/items, civil disturbances, acts of crime, or terrorist incidents that threaten the safety of mission personnel or facilities.

Safety use of security equipment

Responsible for the proper use and care of all security equipment.

Security Assistance

Provides security assistance at mission-related special events or during emergencies/critical incidents at U.S. Government facilities.

Responding to Emergency Situations (10%)

- Responds to security incidents that occur at any U.S. Government facility, to include the Chancery, any annexes, and the Consul General's Residence (CGR).
- Responds to bomb threats, fire alarms, chemical/biological hazards, and protests/demonstrations against the U.S. Government.
- Reports all observations of potential terrorism, crime, or civil unrest incidents via his/her chain of command.
- Initiates emergency response procedures to ensure that mission personnel are alerted in a timely manner under RSO/PSO Guidance.
- Uses discretion to use or activate post's security equipment
- Provides support to mission personnel during an evacuation

Report Writing (10%)

Generates and submits written reports concerning significant or unusual incidents through chain of command.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the Regional Security Office.

15. Qualifications Required For Effective Performance

a. Education:

Secondary School is required.

b. Prior Work Experience:

A minimum of 2-year experience in the military or as a police officer, or security guard required.

c. Post Entry Training:

Upon entry and prior to independently performing duties, incumbent receives 80 hours of basic guard training, specialized training, and up to one month of on-the-job training for the specific operational environment. Additionally, incumbent participates in yearly refresher training, corrective training, and related security training as required.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English Level 3 (Good working knowledge) is required.

e. Job Knowledge:

Knowledge of the emergency response procedures and notification process, familiarity with state-of-the-art security equipment and processes, awareness of cultural norms and customs required.

f. Skills and Abilities:

Ability to understand the security control panel and to operate emergency alarms and the public address system. Ability to use state-of-the-art security and radio communication equipment. Ability to use Automated External Defibrillator. Ability to use fire extinguisher. Ability to use personal protective equipment (i.e. batons, pepper spray, handcuffs, and flexi cuffs, etc.). Daily duties may involve extended periods of walking and/or standing in a wide variety of weather conditions. Ability to work flexible shift schedules, to include nights, days, weekends, and/or holidays.

16. Position Elements

a. Supervision Received:

Direct supervision from Guard Shift Supervisor. Reports to Security Coordinator while on duty.

b. Supervision Exercised:

None

c. Available Guidelines:

Local Employee Staff handbook, RSO Standard Operating Procedures, RSO General Orders, Post Specific Guard Orders, Special Orders, and verbal guidance by supervisors.

d. Exercise of Judgment:

Incumbent must exercise good judgment on a daily basis and must be able to call upon a supervisor in any case needed.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Communication with visitors to permit access to US government facilities and with Consulate personnel to verify access. Interacts with members of the local police in emergency situations.

g. Time Expected to Reach Full Performance Level:

Three months after entry into duty.